

SEXUAL MISCONDUCT AND HARASSMENT POLICY

PTIRU Institution #4423 | DLI #O266418531812

Policy Title: SEXUAL MISCONDUCT AND HARASSMENT POLICY

Institution: Story Institute

Effective Date: September 25, 2026

Revision Date: September 25, 2026

Responsibility: Senior Educational Administrator, Educational Administrators and designated decision-makers

Applies To: All Story Institute students, instructors, staff, contractors, volunteers, guests and other persons participating in Story Institute activities.

1. PURPOSE

Story Institute is committed to preventing and responding appropriately to sexual misconduct and harassment. Sexual misconduct is prohibited and may also constitute discrimination, criminal conduct, or a serious breach of the Student Dismissal and Code of Conduct Policy.

2. SEXUAL MISCONDUCT

Sexual misconduct includes sexual assault, sexual exploitation, sexual harassment, stalking, indecent exposure, voyeurism, non-consensual distribution of an intimate or sexually explicit photograph or video, an attempt to commit sexual misconduct, and a threat to commit sexual misconduct.

3. COMPLAINT AND REPORT

A complaint is a disclosure or request for support that may not seek a formal institutional investigation. A report is a formal notification requesting institutional action. A complaint or report may be made by a person directly affected or by another person who has information about the conduct.

4. OPTIONS AND SUPPORT

A person making a complaint will be provided with information about available resolution options and, where appropriate, accommodation and external support. A person who makes a complaint will not be pressured to make a formal report.

Where appropriate, Story Institute may provide information about counselling, medical services, emergency services, community resources, or other external supports. In an emergency or where required by law, the institution may contact emergency services or another authority.

5. MAKING A COMPLAINT

1. When a concern arises, the person may contact the Senior Educational Administrator or another designated administrator. If the concern involves the Senior Educational Administrator, it may be referred to the alternate decision-maker designated by the Board.
2. The institution will discuss the concern, available support, desired resolution, and whether a formal report is requested.
3. The institution will document the matter appropriately while protecting privacy to the extent reasonably possible.

6. MAKING A REPORT

1. A report should be made to the Senior Educational Administrator or designated alternate decision-maker.

2. The institution will acknowledge the report, assess immediate safety and support needs, and identify the applicable process.
3. Where an investigation is warranted, the institution will provide the respondent with appropriate notice and a reasonable opportunity to respond, subject to privacy, safety, and legal limitations.
4. Where a conflict of interest exists, the alternate decision-maker will oversee the matter.

7. INVESTIGATION PROCESS

1. Receipt and Initial Review

The report will be documented and assessed for safety, support, jurisdiction, applicable policies, and any interim measures.

2. Notice

The respondent will ordinarily be informed of the nature of the concern and the relevant policy or standard, with sufficient information to permit a meaningful response.

3. Information and Evidence

The institution may review relevant documents, communications, recordings, photographs, witness information, institutional records, and other reasonably relevant evidence.

4. Interviews

The investigator may interview the complainant, respondent, and relevant witnesses or other persons with relevant information.

5. Opportunity to Respond

The respondent will be given a reasonable opportunity to respond and provide relevant information before a final determination.

6. Assessment

The investigator will assess the available information fairly, impartially and without predetermined conclusions.

7. Determination

The institution will determine whether the conduct is substantiated in whole or in part, not substantiated, or cannot be determined based on the information reasonably available.

8. Outcome

Where conduct is substantiated, the institution will determine an appropriate and proportionate response under the applicable policy.

9. Written Decision

The student will receive a written decision and reasons where required by the applicable process.

10. Records

Records will be maintained securely and handled in accordance with applicable privacy and record-retention requirements.

8. INTERIM MEASURES

Story Institute may impose reasonable interim measures before an investigation is completed to protect students, staff, witnesses, safety, evidence, or the integrity of the process. Interim measures are not findings of misconduct.

9. PROCEDURAL FAIRNESS

The institution will provide reasonable notice and an opportunity to be heard before a final finding, subject to lawful privacy, safety, confidentiality, accommodation, or other limitations. A report is not itself a finding.

10. OUTCOMES

Depending on the circumstances, outcomes may include education, support measures, no-contact or participation conditions, warning, probation, restriction, suspension, dismissal, or other appropriate corrective action. The response will be proportionate to the circumstances and may consider seriousness, impact, risk, prior history, mitigating or aggravating circumstances, and accommodation obligations.

11. NO RETALIATION

Retaliation against a person who makes a complaint or report, participates in an investigation, or seeks support is prohibited.

12. RELATIONSHIP TO OTHER POLICIES

This policy operates with the Student Dismissal and Code of Conduct Policy, Student Dispute Resolution Policy, Respectful and Fair Treatment to Students Policy, Health and Safety Policy, and Privacy and Release of Information Policy.